

KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN



ETAT-MAJOR
BASE AERIENNE
KANDAHAR
AFGHANISTAN

COMMAND GROUP

STANDARD OPERATING PROCEDURE 020

NEWCOMERS BRIEFING

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PURPOSE

1. This Standard Operating Procedure (SOP) outlines the mandatory items that should be briefed by the individual Nations and contractors to all new personnel arriving at Kandahar Air Field (KAF).

APPLICABILITY

2. This SOP is applicable to all personnel on KAF.

INTRODUCTION

3. Each Nation, Service, Agency or Contractor is responsible for ensuring that new arrivals are adequately briefed as soon as possible once they have arrived in theatre. This SOP provides guidance on what areas are to be covered in newcomers' briefings.

TOPICS TO BE COVERED

4. Requirements for Briefings. As a minimum, the following topics (local Commanders may add additional topics to this listing as appropriate) should be briefed to newly arrived personnel:

5. Force Protection.

- a. Alert states & alarm signals, and actions to be taken.
- b. Dress states (helmet & body armour).

- c. Weapon and Arming States.
- d. Counter intelligence.
- e. Security requirements.
- f. COMKAF "Guardian Angel" requirements.
- g. Mine Awareness:
 - (i) Local mine danger areas and common areas where mines are found.
 - (ii) Mine and unexploded ordinance identification.
 - (iii) Procedures when finding mines or unexploded ordnance.

6. Traffic Safety and Local Driving Hazards.

- a. Local speed limits- 20kph (12mph) for all vehicles in cantonment areas of KAF.
- b. Local traffic procedures.
- c. Common causes for road traffic accidents:
 - (i) Speeding.
 - (ii) Road conditions.
 - (iii) Dust/poor visibility.
- d. Legal issues regarding civilian vehicle accident liability.

7. Medical Matters.

- a. Location of medical facilities.
- b. The times of operation for medical facilities in the area and eligibility for use.
- c. Hot and cold weather injury prevention.
- d. Rabies and other vector-borne diseases.
- e. Hygiene.
- f. Water consumption.
- g. Stress and suicide prevention:
 - (i) 'Buddy System' to identify signs of stress/depression in others.

- (ii) How and where to obtain professional help.

8. Fire Prevention and Protection.

- a. Smoking permitted outside only in designated areas; no smoking in buildings and accommodation.
- b. Proper storage of flammable materials.
- c. No open flame cooking to include BBQs on KAF without a Fire Department Burn Permit.
- d. Safer operation of electrical circuits.
- e. Fire equipment locations.
- f. Fire Orders and Fire Evacuation Plan.
- g. Details of how to contact the Fire Department in the event of the emergency.
- h. Ensure proper surge protectors/suppressors are used in rooms; all must be "UL Listed" approved.

9. Weapons Safety.

- a. Proper storage and security of weapons.
- b. Loading/unloading areas.
- c. Review rules of engagement.
- d. Disposal of ammunition (munitions amnesty box locations).

10. Movement on KAF. Pedestrians, joggers and cyclists are to comply with the following:

- a. All bicycle users are to abide by the same rules of the road as for vehicles. Cyclists are at high risk of injuries in the event of a collision and, thus, care should be taken by both drivers and cyclists whilst on the road. The following pedestrian actions shall be followed at all times while on KAF (it also applies to runners):

(i) Visibility. Personnel are responsible for increasing their visibility to traffic. During poor visibility or periods of dark conditions, it is mandatory that pedestrians, runners and cyclists wear a reflective belt or vest (to include Marine Forces in a PT uniform). Nations and contractors are encouraged to provide all personnel with a reflective belt.

(ii) Movement. Walk or run on the left side of the road, against traffic where safe to do so. At no time are pedestrians to run or jump out into the road and impede the flow of traffic. Pedestrians are to use all marked crosswalks and always exercise extreme caution when crossing roads on KAF; look both ways before crossing and never assume that traffic will automatically stop for you.

(iii) Headphones. In the interests of safety, other than on controlled running tracks, headphones (in one or both ears) and cell phones are not to be used when conducting physical training outdoors, moving about the installation on foot or operating a bicycle or vehicle.

b. Limited visibility/Darkness. During hours of limited visibility/darkness all individuals on KAF, excluding Marine Forces who will use a light, will wear a reflective belt or vest. Reflective belt will be fully visible regardless of the clothing the individual may be wearing.

11. Movement on KAF - Personal Protective Equipment (PPE). When moving around the KAF area, because of poor road conditions and a dusty environment, it is very important that personnel protect themselves with PPE. The best way to make sure you are visible to other road users is as follows:

a. Bicycles. It is mandatory that you remain visible to traffic and wear appropriate personal protective equipment. All bicycle users are to wear a helmet and a reflective belt/vest at all times. Bicycle users are to have front-mounted (white) and back (red) lights switched on from dusk to dawn, and in periods of low visibility.

b. Motorcycles/Mopeds. US personnel assigned to, or visiting KAF are strictly prohibited from owning and/or operating motorcycles. Personnel from other nations who are permitted to operate motorcycles will wear helmets with a fastened chin strap, full finger gloves, eye protection, over the ankle boots, reflective vest, long pants/trousers, and long-sleeved shirts. The helmet is to conform to international safety codes (e.g. US DOT certified, FMVSS 218, UN ECE 22.05).

c. Quad bikes. When driving a quad bike, personnel will wear an approved motorcycle helmet with a fastened chin strap, full fingered gloves, safety goggles/impact resistant glasses, over the ankle boots, reflective vest, long pants/ trousers, and long-sleeved shirts. The helmet is to conform to international safety codes (e.g. US DOT certified, FMVSS 218, UN ECE 22.05). All ATVs will be equipped with brake lights affixed on the rear of the vehicle and shall be visible to other operators when lit and be in good working order. Hand and arm signals are to be used for turns if the vehicle is not equipped with lighted turn signals.

d. Gator/Utility Vehicles. When driving, using a Gator/Utility Vehicle, personnel will wear an approved motorcycle helmet with a fastened chin strap, full fingered gloves, safety goggles/impact resistant glasses, over the ankle boots, reflective vest, long pants/ trousers, and long-sleeved shirts. The helmet is to conform to international safety codes (e.g. US DOT certified, FMVSS 218, UN ECE 22.05). The vehicle is to be equipped with operational headlights and tail lights (this includes brake lights).

12. Dress Standards. All NSEs are to ensure their personnel maintain a high standard of dress. The wearing of civilian clothing will be subject to individual national direction. KAF residents are to make themselves aware of the Dress Codes for KAF and ensure that they comply with them.

a. Military Dress.

- (i) Military uniform is to be worn as stated in national SOPs and is not to be mixed with items of civilian clothing.
- (ii) Service headdress is to be worn when moving about KAF in uniform. The exceptions are the Boardwalk and the Bazaar where there is no requirement to wear headdress.
- (iii) NATO personnel may roll up sleeves during the day but, during hours of darkness and especially at dawn/dusk, it is strongly advised to have them rolled down to protect against insect bites. The same applies to wearing shorts in preference to trousers. US personnel are not allowed to roll up sleeves under any circumstance.
- (iv) Subject to national regulations, the uniform shirt may be worn outside or inside the trousers.
- (v) All US personnel assigned to COMKAF HQ will wear the ISAF COMKAF HQ patch on their left shoulder and their duty patch on their right shoulder. National regulations apply to all other NATO forces but efforts should be made to wear the ISAF COMKAF HQ patch is possible.

b. Military Dress Codes.

- (i) Dress Code GREEN/Level 0 – normal military uniform and headdress;
- (ii) Dress Code AMBER/Level 1 – CBA (US: Body Armour) and helmet readily available within the workplace, accommodation or vehicle;
- (iii) Dress Code ORANGE/Level 2 – CBA worn, helmet carried; and
- (iv) Dress Code RED/Level 3 – CBA and helmet worn.

c. Civilian Clothing. Civilian clothing should be sufficiently modest taking into account cultural sensitivities. Civilian clothing must be conservative and in good taste and consists of a shirt and pants or shorts as permitted. Tight fitting pants, shirts or blouses which are sheer, provocative or suggestive will not be worn. Sleeveless shirts and clothing that exposes breasts, buttocks and midriffs are prohibited. The mixing of military attire with civilian attire is prohibited. Sports outfits may be worn within the accommodation areas but must be clean and dry. When wearing civilian attire, all personnel will display their NATO/ISAF or National ID below the neck area and above the waist line and ensure that it is fully visible. These ID cards must be worn in a cardholder that can properly display the ID at all times, a simple clip is not authorized since they tend to let go.

d. Sporting Activities. Sporting activities will be conducted in clean sports outfit. Personal weapon and ammunition must be properly secured when conducting sporting activities. Sports outfit may be worn within the accommodation areas, but must be clean and dry.

13. Legal Matters. At a minimum, military personnel should be provided information on:
- a. Law of Armed Conflict: Information on core principles and reporting requirements.
 - b. Rules of Engagement.
 - c. Principle of self-defense.
14. The newcomers' briefing format for COMKAF HQ personnel is attached at Annex A, and serves as a guide to format and content.



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ANNEX:

- A. Newcomers' Briefing Format – Example Itinerary.

NEWCOMERS' BRIEFING FORMAT – EXAMPLE ITINERARY

Commander's Opening Address

Mission Brief and COMKAF Priorities

Discipline / Command Sergeant Major (CSM)

Personnel, Billeting and Personnel Support (CJ1)

Sexual Assault Response Coordinator (SARC)

Medical Brief

NATO Support Agency (NSPA) Support to Operations

Allied Command Counterintelligence (ACCI) Task Force Alliance Brief

Communication and Information Systems Brief (CJ6)

Force Protection, including Actions On and Security / ISAF Military Police Brief

Legal Matters including Law of Armed Conflict (LEGAD)